United Nations ST/AI/2018/4

Secretariat

26 January 2018

Administrative instruction

Medical clearances

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4 and for the purpose of establishing conditions and procedures for medical clearance in order to implement staff regulation 4.6 and staff rule 4.19 and for official travel, promulgates the following:

Section 1
General provisions

Purpose

1.1 The purpose of medical clearance is to ensure that staff are physically and mentally fit to perform their designated functions without risk to the safety and health of themselves or others, considering their health status, the job demands, and the health risks and health support available at the location in which they are to serve.

Medical evaluation

1.2 The United Nations Medical Director will determine the requirements for medical clearance, which may include a health statement, medical history, physical examination, diagnostic testing and review of relevant medical reports. Medical clearance for travel may require vaccinations, medications and health information briefings, as determined by the United Nations Medical Director.

1.3 When required to provide a health statement, candidates for employment and staff members will attest to:

(a) The correctness of the information they have provided; and

(b) Their understanding of the consequences of submitting false information, as set out in section 1.4 below.

1.4 Acts of misrepresentation, falsification of data, fabrication or counterfeiting of supporting documentation presented in connection with the medical clearance process may result in administrative and/or disciplinary measures in accordance with staff rule 10.2, including dismissal for misconduct.

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Section 2
Medical clearance for employment

Validity of medical clearance for employment

2.1 Medical clearance for employment is valid for three months and for the duty station and job type for which it was granted.

2.2 Where candidates for employment or staff members are not granted medical clearance, they shall be considered as not having fulfilled the requirements set out in section 1 above and may not be recruited, assigned, reassigned or transferred to the duty station or be designated to perform the functions for which medical clearance was sought.

Medical clearance for initial appointment

2.3 Initial appointments, regardless of duration, shall require medical clearance, as determined by the United Nations Medical Director.

Medical clearance after initial appointment

2.4 Medical clearance after initial appointment is required in the following situations:

(a) When a staff member is assigned, reassigned or transferred to a duty station where the conditions, including the unavailability of adequate medical facilities, present health risks;

(b) When there is a significant change in the physical or mental requirements for the staff member's designated job functions;

(c) When it is part of a periodic review process, in accordance with requirements determined by the United Nations Medical Director;

(d) When required by the United Nations Medical Director following a period of sick leave.

2.5 In addition, staff members may be required to undergo medical evaluation when so directed by a duly authorized health-care professional.

Authority to grant medical clearance for employment

2.6 Medical clearance for employment is granted by a duly authorized health-care professional of the medical service at the duty station where the staff member is to serve. If there is no authorized health-care professional at the duty station, medical clearance is granted by the medical service specified by the United Nations Medical Director. The medical clearance may include, where appropriate, specific employment restrictions and recommendations on reasonable accommodation related to a recognized disability.

Exit medical evaluation

2.7 Without prejudice to the provisions of appendix D to the Staff Rules, an exit medical evaluation may be required when specific circumstances indicate that the health of the departing staff member may have been affected by a medical condition attributable to the performance of official duties on behalf of the United Nations.

Section 3
Medical clearance for official travel

Validity of medical clearance for official travel

3.1 Medical clearance for official travel is valid for the requested travel dates and destination(s).

3.2 Where staff members are not granted medical clearance for official travel, they shall be considered as not having fulfilled the requirements set out in section 1 above and may not travel to the duty station for which the medical clearance was sought. Travel undertaken without medical clearance may lead to the exclusion of compensation claims under article 2.3 (a) of appendix D to the Staff Rules.

Official travel subject to medical clearance

3.3 Medical clearance for official travel, as referred to in section 3.4 below, is required when either the nature of the travel or the conditions at the destination, including the unavailability of adequate medical facilities, present health risks to staff members. The United Nations Medical Director shall establish in which cases medical clearance for travel must be obtained and under what conditions it will be granted.

3.4 Medical clearance may be required for official travel on:

(a) Initial appointment;

(b) Official business;

(c) Change of official duty station.

Authority to grant medical clearance for official travel

3.5 Medical clearance for official travel, including travel on change of official duty station, is granted by a duly authorized health-care professional of the medical service at the duty station where the staff member is currently assigned. If there is no authorized health-care professional at the duty station, medical clearance is granted by the medical service specified by the United Nations Medical Director.

Section 4
Entry into force

4.1 The present administrative instruction shall enter into force on the date of its issuance.

4.2 Administrative instruction ST/AI/2011/3 of 14 April 2011 is hereby superseded.

(*Signed*) Jan **Beagle**
Under-Secretary-General for Management